

ADM-11.13. "Employee Recognition and Awards." October 1, 2005

SCDC POLICY/PROCEDURE

NUMBER: ADM-11.13

TITLE: EMPLOYEE RECOGNITION AND AWARDS

ISSUE DATE: October 1, 2005

RESPONSIBLE AUTHORITY: DIVISION OF HUMAN RESOURCES

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-11.13 (July 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: None

ACA/CAC STANDARDS: None

STATE/FEDERAL STATUTES: South Carolina Appropriations Act

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PURPOSE: To establish guidelines for awards and recognitions presented to employees of the South Carolina Department of Corrections.

POLICY STATEMENT: To enhance the quality of work and/or productivity within the Agency, the South Carolina Department of Corrections will present deserving employees with awards and recognition for outstanding service.

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### SPECIFIC PROCEDURES:

#### 1. GENERAL PROVISIONS:

1.1 The South Carolina Department of Corrections (SCDC) will be allowed to spend public funds to present an employee(s) with plaques, certificates, and/or other similar awards, and/or to hold other events (i.e., meals, luncheons, etc.), to reward innovations or improvements by an employee(s) that have been deemed to enhance the quality of work and/or productivity within the Agency or state government, or as a part of an employee development program. The expenditure of public funds for such awards and/or events will be in compliance with applicable sections of the South Carolina Appropriations Act.

1.2 Requests for payment under the provisions of these procedures must be submitted in writing from the appropriate Division Director or Warden with appropriate justification (to include the specific amount to be paid and budget unit charged) to the Division Director of Human Resources. Final approval for payment must have the concurrence of the Director - Office of Budget and Resource Management

1.3 Monetary awards, if any, will not be considered a part of an employees base salary. The names of all employees receiving monetary awards and the amounts received will be reported annually to the State Office of Human Resources. Payment of awards will be included in an employees regular paycheck and will be subject to all normal taxes and deductions.

2. AWARDS COORDINATED THROUGH THE DIVISION OF HUMAN RESOURCES: The Division of Human Resources will coordinate the annual employee awards luncheon to present Agency and State Certificates of Appreciation and service pins. The Division of Human Resources will also coordinate the SCDC Employees of the Year program selection process as listed below:

2.1 Employees of the Year: The Agency will honor an "Employee of the Year" in the following categories:

2.1.1 Correctional Officer of the Year

- Officer I
- Officer II
- Corporal

#### 2.1.2 Correctional Officer Supervisor of the Year

- Sergeant
- Lieutenant
- Captain
- Major

#### 2.1.3 Employee of the Year

- Non-Uniform
- Non-supervisory

#### 2.1.4 Supervisor of the Year

- Non-uniform
- Branch Chief level or below

#### 2.1.5 Division Manager of the Year

Division/Office Director

Assistant Division Director

Managers above Branch Chief level

#### 2.1.6 Institution Manager of the Year

- Warden
- Associate Warden

#### •2.2 Nominations/Approval Process for Awards Coordinated Through the Division of Human Resources:

- 2.2.1 The Employee of the Year Awards Program is open to all permanent status employees in the designated categories.

(NOTE: Eligible employees must have one [1] or more years of SCDC service, and have had no corrective action taken in the previous 12 month period.)

2.2.2 The Division of Human Resources will publish nomination and selection criteria for the Employee of the Year Awards in October of each year.

2.2.3 The Division of Human Resources will ensure that the nomination and selection criteria and process do not discriminate against any employee based on race, creed, religion, age, national origin, or disability.

2.2.4 Semi-finalists and finalists in each category will be recognized at the Employee Awards Luncheon

and presented with certificates of recognition.

2.2.5 The SCDC Correctional Officer of the Year and each institutional Correctional "Officer of the Year" will receive a pin, distributed through the Division of Human Resources, which may become a permanent part of his/her uniform to be worn as described in SCDC Policy/Procedure ADM-11.09, "Uniformed Personnel Grooming and Attire Standards."

### 2.3 Service Awards:

2.3.1 The Division of Human Resources will coordinate the presentation of a "Certificate of Appreciation" and a service pin for those employees with 10, 20, 30, and 40 years of State service

2.3.2 The Division of Human Resources will also coordinate the presentation of a "Certificate of Appreciation" for those employees with 5, 10, 15, 20, 25, 30, 35, and 40 years of SCDC service.

2.3.3 Service awards for 5, 10, and 15 years of SCDC service and 10 years of State service will be distributed by the Division of Human Resources on a monthly basis following the month in which the service anniversary occurs.

2.3.4 Service awards for 20, 25, 30, 35 and 40 years of SCDC service and 20, 30, and 40, years of State service will be presented at the annual employee awards luncheon following the year in which the service anniversary occurs.

### 3.AWARDS COORDINATED THROUGH THE AGENCY DIRECTOR:

3.1 Medal of Honor: The Medal of Honor may be awarded to SCDC employees who have distinguished themselves by their acts of heroism and courage during situations in which they risked their own life above and beyond the call of duty. This medal is reserved for acts that occur while the employee is on duty.

3.2 Medal of Valor: The Medal of Valor is awarded to SCDC employees who have distinguished themselves by their acts of bravery and courage while in great personal risk above and beyond the call of duty. This medal may be awarded for acts that occur while the employee is on duty or off duty.

3.3 Certificate of Merit: The Certificate of Merit is awarded to SCDC employees who have distinguished themselves by exceptional service which is clearly above and beyond the call of duty.

3.4 Directors Award: The Directors Award is presented to employees at the discretion of the Director and is awarded to employees who have exhibited outstanding performance or achievement. This award may be presented at the annual employee award luncheon or at another suitable ceremony.

#### 4. NOMINATION/APPROVAL PROCESS FOR MEDALS OF HONOR/VALOR AND CERTIFICATE OF MERIT:

4.1 The Agency Director will be responsible for appointing an Awards Committee responsible for reviewing and selecting employee(s) to receive the Agency's Medal of Honor, Medal of Valor, or Certificate of Merit.

4.2 All nominations for the Medal of Honor, Medal of Valor, or Certificate of Merit must be submitted in writing. The nomination will, at a minimum, include the following information:

- date(s) and location of the employee's actions and any factual statement(s) detailing what occurred; and
- any documentation, such as incident reports, newspaper clippings, commendation letters, etc.
- Nominations may be completed by the employee's immediate supervisor but must be approved and signed by the appropriate Warden, Division Director, or other higher authority who will then be responsible for forwarding the nomination to the Division of Human Resources. The Division of Human Resources will schedule a meeting of the Awards Committee when nominations are received.
- a certificate;
- a ribbon for uniformed employees or a lapel pin for non-uniformed employees; and
- the Medal of Honor or Medal of Valor.